



DEPARTMENT OF THE NAVY

NAVAL MEDICAL COMMAND
WASHINGTON, D.C. 20372

IN REPLY REFER TO

NAVMEDCOMINST 11110.1
MEDCOM-43

11 October 1983

NAVMEDCOM INSTRUCTION 11110.1

From: Commander, Naval Medical Command

Subj: Medical Construction Liaison Officer Program

1. Purpose. To establish the authority and duties of medical construction liaison officers (MCLO).

2. Cancellation. BUMEDINST 11110.5A.

3. Background. The construction of health care facilities is a lengthy, complex process involving several years from development of requirements to occupancy of a complete and usable facility. The MCLO concept was developed to provide appropriate user and builder liaison during health facilities design and construction. This liaison provides the necessary interface between NAVMEDCOM, the activity, and the Naval Facilities Engineering Command with its supporting engineering field divisions (EFD), resident officers in charge of construction (ROICC), civilian architectural and engineering firms, and construction contractors. To provide this interface, officers of the Medical Service Corps are appointed as MCLO by the Commander, Naval Medical Command. Billets are provided by NAVMEDCOM for regional support of medical construction and are relocated upon project conclusion. Additional duty orders to NAVMEDCOM may be issued when justified.

4. Discussion. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), is responsible for the design and construction of complete and usable facilities for the naval shore establishment. The development of a modern health care facility requires constant surveillance, meaningful cooperation and communication, and a broad spectrum of expertise to keep abreast of the continual changes in the state-of-the-art of medical and dental functional design philosophy, equipment, procedures, and techniques. Architectural and engineering (A&E) firms qualified in health facility design are placed under contract by an EFD to develop plans and specifications for new facilities' additions and renovations. The MCLO coordinates medical and dental input into this process. NAVMEDCOM (MEDCOM-43) provides guidance for the MCLO and Military Construction (MILCON) interface.

5. Action. The following duties and support responsibilities for the Medical Construction Liaison Officer Program are assigned:

11 October 1983

a. Medical Construction Liaison Officer. The MCLO is appointed by the Commander, Naval Medical Command. The MCLO shall be assigned to the geographic command responsible for the facility under construction. The MCLO shall:

(1) Participate in design conferences and meetings for purposes of transmitting information from the A&E and the EFD to the commanding officer and NAVMEDCOM; and, in coordination with NAVMEDCOM, provide advice and assistance on medical design criteria and functional aspects of medical and dental design necessary to meet local requirements.

(2) Participate in the development and continuous update of technical and nontechnical equipment requirements (defined to include furnishings) under Department of Defense (DOD) directives and instructions and NAVMEDCOM procedural guidance. These equipment requirements are listings of recommended equipment for each functional space within the project. After command review, the MCLO coordinates all comments and forwards any list changes to NAVMEDCOM with adequate justification.

(3) Maintain close liaison with the EFD in developing and continuously updating necessary equipment requirements for both item and price to provide COMNAVFACENGCOM and the EFD with the most current cost estimates for budgeting and funding initial equipment outfitting. The MCLO coordinates the procurement, storage, and installation of collateral equipment. Funds are provided by COMNAVFACENGCOM, through the appropriate EFD, for equipment procurement.

(4) Assist the activity commanding officer in identifying existing equipment eligible for relocation to the new facility. To avoid unnecessary duplication of procurement and ensure a complete and usable facility, the following considerations shall be used in this process of identification:

(a) Remaining useful life per current condition and historical maintenance and repair record with respect to the projected occupancy date of the new facility.

(b) Compatibility with project sizing, utilities, structural requirements, and design concepts.

(c) Conformity with projected mission of the command upon occupancy of the new facility.

(d) Current and projected state-of-the-art of medical practice and acceptable community standards for health care delivery.

(e) Requirement for continued availability of the provided function during transition from the old to new facility.

11 October 1983

(5) Obtain minimum additional education by completing the Shore Facilities Planning System course and Construction Contract Administration and Management course offered at the Civil Engineer Corps Officers' School (CECOS). The courses shall be completed within 24 months of appointment.

(6) Document user requests for changes to the project with full justification. Changes shall be requested only when considered absolutely necessary and must be held to a minimum. Requests for changes which do not involve a change in the approved space program, the approved concept design, or functional relationships, may be submitted to the ROICC or EFD without formal approval by NAVMECOM. All other change requests must be forwarded to COMNAVFACENGCOM via NAVMECOM for approval and authorization.

(7) Provide advice on operational aspects of the project during construction; and, through close liaison with the ROICC, maintain a constant awareness of the progress of the project. As primary communications link between the ROICC, NAVMECOM, and the commanding officer, the MCLO is responsible for keeping all parties apprised of significant problems or delays.

(8) Coordinate the orientation of personnel in the use of new equipment, concepts of the new facility, and planning for the transfer of functions. Whenever possible, new equipment and systems operation and maintenance training shall be documented for future use.

(9) Participate in the initial and final acceptance inspection of the facility. The MCLO coordinates the preparation and submission to the ROICC of a listing of construction and design deficiencies noted by the activity for correction. As part of the preacceptance inspection, the MCLO shall document inspection of all medical systems 2 to 4 months prior to final acceptance of the facility. The inspection documentation shall be submitted to the ROICC with copies to NAVMECOM and the EFD.

(10) Participate in the postoccupancy evaluation of the completed project. The MCLO shall coordinate with NAVMECOM and COMNAVFACENGCOM on correction-of-deficiencies planning and will provide input to a "lessons-learned" package for improving future projects.

b. The Activity Commanding Officer. As primary user, the commanding officer shall become thoroughly knowledgeable with the MILCON project progress. The commanding officer shall:

(1) Participate, through maximum use of the MCLO, in the design of the project and development of technical and nontechnical equipment requirements.

11 October 1983

(2) Provide personnel resources for the procurement, storage, and necessary installation of equipment in accordance with applicable DOD directives and instructions.

(3) Identify existing equipment eligible for relocation to the new facility, assuring all plant property not relocated is properly examined, condition coded, and reported for redistribution or for disposal.

(4) Provide for adequate planning and execution of the relocation and transition to the new facility.

(5) Forward identification of all construction and design deficiencies (coordinated by the MCLO) to the ROICC during the initial and final acceptance inspection of the facility.

c. The Geographic Region Commander shall:

(1) Provide support services to the MCLO, i.e., secretarial or clerical support, space, equipment, and office utilities and appropriate funding for travel, to include but not limited to CECOS courses and design/construction conferences.

(2) Use the MCLO to plan and coordinate MILCON construction projects throughout the region.


W. M. McDERMOTT, JR.

Distribution:

SNDL, FH (NAVMEDCOM command activities)
FKALC (COMNAVFACENGCOM)

Stocked:

CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120